# Tool 8 Needs and Capabilities Assessment (NCA)

This tool helps communities to quickly organize known programs and resources that can be potentially applied to watershed protection and restoration, as well as identify potential resources that may not have been considered. The information provided within this tool is an excerpt from the Center for Watershed Protection's Methods to Develop Restoration Plans for Small Urban Watersheds

### Assessing Your Watershed Needs and Capabilities

Most communities already possess many of the ingredients needed for successful watershed management. With a little thought, you should be able to recognize regulations that mandate watershed restoration or protection, local staff that can provide technical and programmatic assistance, and potential funding sources you can use to build an effective watershed program. The **Needs and Capabilities Assessment (NCA)** is a simple tool to help you quickly organize known programs and resources that can be potentially applied to watershed protection and restoration, as well as identify potential resources you may not have considered.

Please take a few minutes to complete the following questionnaire for a specific watershed. If your watershed contains multiple jurisdictions/communities, choose the one that has the most area or land use authority in the watershed. The NCA is divided into five sections designed to identify existing resources you can use as support for protection and restoration activities.

### Part 1. Regulatory Forces Driving Watershed Planning

This part examines federal and state "regulatory drivers" that influence watershed management in the region and can possibly provide financial or technical resources for implementation. Such drivers may include regulatory mandates of the Clean Water Act, Safe Drinking Water Act, Endangered Species Act, and regulations such as TMDLs, MS4 NPDES storm water permits, or Source Water Control Plans.

### Part 2. Local Agency Capacity

This part is used to discern local program capability for watershed protection, data availability, restoration and protection experience, and funding and mapping resources.

#### Part 3. Your Local Agency Restoration Rolodex

This part identifies key local agencies and staff to involve in watershed planning in your area. You should get to know these people and programs and integrate them into your protection and restoration efforts.

#### Part 4. Adding Non-local Government Partners to Your Rolodex

This part helps recruit additional stakeholders and resources outside of local government such as private, non-profit, regional, state, or national partners that can provide financial, technical, or programmatic assistance for your watershed planning and implementation.

#### Part 5. Community Attitudes

This part identifies current community attitudes towards streams, wetlands, and watersheds. Community support can make or break your efforts. Smart watershed managers have their finger on the pulse of the community and can utilize local media and community groups to target their restoration and protection endeavors.

# Part 1. Regulatory Forces Driving Watershed Planning

1.	Does my community have a Phase I or II EPA NPDES storm water permit?	□ Yes	□ No	☐ Don't Know
	If so, local municipalities are required to meet a set control measures to minimize stormwater impacts. These measures include implementing education and outreach, stormwater retrofits, illicit discharge detection and elimination programs, etc that you can leverage for support.			
2.	Are any waters in your watershed not meeting water quality standards?	□ Yes	□ No	□ Don't Know
	If yes, a TMDL that deals with NPS controls may need to be developed. If not, you may have identified some high quality streams or wetlands that you may want to focus your protection efforts on (i.e. land conservation, better site design, and stringent stormwater criteria)			
3.	Does your community have combined or sanitary sewer overflows?	☐ Yes	□ No	☐ Don't Know
	If yes, then your community would certainly benefit from stormwater reduction activities. Alternatively, municipalities may be in the process of sewer separation and outfall modifications that might be linked with your riparian restoration efforts			
4.	Is your watershed part of a drinking water supply?	□ Yes	□ No	☐ Don't Know
	If so, then you are set! Many sole-source drinking water watersheds require a Source Water Protection Plan. Tap in (no pun intended)!			
5.	Are endangered species present in your watershed?	☐ Yes	□ No	☐ Don't Know
	If so, watershed activities may be prompted under the ESA (i.e. Pacific salmon, Barton Springs salamander, etc). Think about how your community should adapt its land use planning and stormwater management practices to better protect these species.			
6.	Is your watershed encompassed within a regional or multi-state watershed agreement, a coastal management program, or a national estuary program?	□ Yes	□ No	□ Don't Know
	If so, look to MOUs and agreements, mitigation ratios, 6217, and NEP program guidance to assist in establishing watershed goals or providing financial or technical support for planning efforts.			
7.	Are priority wetland mitigation sites located within your watershed?	□ Yes	□ No	☐ Don't Know
	Your watershed may have additional restoration potential (with funding!) if designated restoration, creation, or protection areas have been identified in your watershed. Alternatively, if any wetlands have been designated as potential locations for disposal of dredge/fill material, then you should understand which wetland functions you may be losing			
8.	Is environmental protection or enhancement a strong factor in local land use decisions, redevelopment incentives, or transportation planning?	□ Yes	□ No	□ Don't Know
	If so, consider utilizing local environmental regulations to support your efforts (ie. forest conservation, stormwater utility, wetland mitigation, environmental overlay districts, open space requirements, buffer ordinances, incentive programs).			
	If not, then you may have some work to do.			
9.	Are wetland alterations frequently permitted in your watershed?	☐ Yes	□ No [	☐ Don't Know
	If so, you may want to become intimately familiar with federal 404 wetland protections, 401 WQ certification, and other features of the Clean Water Act designed to help you protect your water resources.			

10.	Does your state or local community have its own wetland protection regulations?	□ Yes	□ No	☐ Don't Know
	If so, you are in luck. Some states/locales have adopted protection standards more stringent than federal requirements. Some provide protection for wetlands that are not currently considered "jurisdictional" by the feds (e.g. isolated wetlands); other require wetland buffers, or employ additional site development criteria to protect wetlands and the areas that drain to them.			
	If not, you may consider pursuing adoption of local wetland protection regulations, since federal regulations may not protect all critical wetland resources.			
11.	Does your watershed have potential recharge areas?	☐ Yes	□ No	☐ Don't Know
	If so, these areas may be critical for maintaining the quantity and quality of groundwater supplies, wetlands, and other hydrologic features. Many communities have land use planning criteria for recharge areas that you may be able to use.			
<b>-</b>	Do you have any untapped regulatory resources in your community	? (Try	listina a	t least 2)
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2.				
Part 2	2. Local Agency Capacity  Have any watershed studies, plans or research been conducted in	□ Yes	s □ No	o □ Don't Know
	the past ten years?  Check around, most watersheds have been studied by someone in the past, and the data and mapping can help set a baseline.			
13.	Does an interagency workgroup exist to coordinate watershed issues?	□ Yes	s □ No	□ Don't Know
	If so, infiltrate its inner circle. At a minimum, these folks should be added to your stakeholder tree. If not, this is a perfect role for a local watershed group.			
14.	Is there a local staff person who acts as a watershed coordinator?	□ Yes	s □ No	□ Don't Know
	If so, this person should become your new best friend. Have this person review your stakeholder list.			
15.	Does an interagency workgroup exist to coordinate wetland restoration and protection efforts?	□ Yes	□ No	☐ Don't Know
	Consider as part of a larger watershed workgroup, having a subcommittee dedicated to coordinating wetland mitigation, permitting, protection, tracking, and assessment efforts.			
16.	Do you know which agencies are responsible for collecting water quality samples and other monitoring data?	□ Yes	□ No	Don't Know
	Think about it, folks who collect this data really want it to be used. If you know who has it, not only can they help you understand your watershed, but they can also provide critical assistance in performing or designing monitoring efforts. Add them to your stakeholder list.			

17.	Do existing public outreach education programs exist?	☐ Yes ☐ No ☐ Don't Know
	If so, you should coordinate efforts. While local programs may have existing materials and resources you can use, you may be in a position to help target those programs to priority neighborhoods or business areas in the watershed.	
	If not, why not? This may be a niche for local watershed groups.	
18.	Do local wetland protection regulations require local engineers to evaluate stormwater impacts on downstream wetlands?	☐ Yes ☐ No ☐ Don't Know
	If so, there may be access to hydrologic data for your watershed. They may be able to assist you in identifying vulnerable wetlands, run models to predict loss of wetland functions, and identify restoration opportunities.	
19.	Is local engineering staff engaged in storm water retrofitting?	☐ Yes ☐ No ☐ Don't Know
	If so, there may be local capacity to help design, finance, construct, or maintain priority retrofits in your watershed. Additionally, you may be able to generate volunteers or coordinate demonstration programs for local retrofits. Add them to your stakeholder list. If not, watershed groups can provide this service for local governments, particularly those under pending Phase II permits.	
20.	What local agency owns the largest blocks of land in your	☐ Schools ☐ Parks
	watershed?  You may be surprised to see how much land is publicly owned in your watershed. Get to know these managers because some of the most feasible restoration projects occur on publicly owned land. Consider which protection techniques to apply to surrounding or upstream or neighboring parcels to help maintain the quality of this open space.	<ul><li>☐ Utility</li><li>☐ Golf course</li><li>☐ Municipality</li><li>☐ Don't Know</li></ul>
21.	Are any green way, wetland mitigation, or waterfront revitalization efforts planned or underway in your watershed?	☐ Yes ☐ No ☐ Don't Know
	If so, these are great opportunities for you to slip in some restoration projects and educate watershed residents on proper buffer and landscape practices.	
22.	Have any inventories been conducted to evaluate natural area remnants (e.g forests, wetlands, or open space)?	☐ Yes ☐ No ☐ Don't Know
	Some communities have compiled detailed inventories of remaining forest, parks, and wildlife areas—these can be extremely helpful in identifying natural area remnants before going out in the field. Wetland inventories are harder to come by, particularly information on condition, function, and restorability.	
23.	Does your community have a sense of which remaining natural areas are likely to be threatened by development?	☐ Yes ☐ No ☐ Don't Know
	Development often fragments forests and directly or indirectly alters wetland function. Ask yourself if your community even knows what your forest and wetland functions are or which ones you will likely lose as the watershed develops.	
24.	Has your community delineated drainage areas to sensitive or high quality wetlands?	☐ Yes ☐ No ☐ Don't Know
	If not, don't worry. Few have, despite the importance of managing surface drainage that is critical for sustaining wetland hydrology.	

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25.	Does your community maintain natural resource maps at the local scale (i.e. wetlands, forest cover, open space, sensitive habitats)?	⊔ Yes	∐ No ∟	Don't Know
	GIS has made it easier to refine and update large scale mapping information as local surveys and ground-truthing are conducted. The National Wetlands Inventory, for example, is not detailed enough to identify all wetlands at the small watershed scale, but can be updated using GIS.			
	Check to see if your community's development review process includes an update of GIS maps of delineated natural resource areas. The Army Corp of Engineers is currently integrating their 404 permitting process with GIS, which may be a source of mapping data local governments can use for wetlands.			
26.	Are flood plains mapped and managed based on FEMA requirements?	□ Yes	□ No	☐ Don't Know
	In order to get federal flood insurance, many communities have mapped their flood plains and modeled flood prone areas. This fine scale data can be helpful in stream corridor analysis.			
27.	Does a storm water utility or other dedicated funding mechanism exist for storm water infrastructure maintenance or upgrades?	□ Yes	□ No	☐ Don't Know
	A growing number of communities have established a utility to support storm water planning and maintenance, which can be a dedicated source of funding for watershed restoration.			
28.	Does a wetland mitigation bank exist for your watershed area?	□ Yes	□ No □	☐ Don't Know
	If so, see what kind of funds are available! You may be surprised at how much money is out there for this, particularly in states with active construction along transportation corridors.			
	If you know where opportunities for wetland restoration and protection exist in your watershed (and what the mitigation ratios are), then you can be proactive in soliciting some of these funds.			
29.	Do capital or operating budgets exist that can be used or leveraged for watershed-related purposes?	□ Yes	□ No	☐ Don't Know
	Examine local capital and operating budgets to find line items and program areas that are related to watershed management.			
30.	Do you understand the procurement pathways for municipal contracting for restoration design and construction?	□ Yes	□ No	☐ Don't Know
	Most restoration projects are built using local dollars, so it helps to know the municipal contracting process to develop restoration projects.			
31.	Has the community received any environmental grants available from state or federal agencies in the last two years?	□ Yes	□ No	☐ Don't Know
	Check with your state environmental agency(ies) to see what grants are available and what has been previously awarded. EPA also maintains a list of federal grants for watershed and wetland restoration. Review the project reports for previous grants.			
1.	Is your community watershed capacity lacking in any areas? (Try lis	ting at le	east 2)	
••				
2.				

# Part 3. Your Local Agency Watershed Rolodex

32.	Do you know what agency is primarily responsible for mapping & GIS?	☐ Yes Agency:	□ No	□ Don't Know
	If so, find a contact and take them out to lunch. You might be surprised at how willing these folks can be to help (and how useful their skills are!).	Name: Phone:		
33.	Do you know what local agency is primarily responsible for conducting stream or wetland assessments?	☐ Yes Agency:	□ No	□ Don't Know
	These folks can be great sources of information and can probably quickly tell you where sensitive and degraded areas are in the watershed. Consider working with them to collect data you need for watershed planning efforts.	Name: Phone:		
34.	Do transmission lines cross your watershed?	□ Yes	□ No	□ Don't Know
	If yes, get to know the power and phone companies. These guys can be great financial partners in riparian restoration and stream stabilization projects.	Contacts:		
35.	Do any units handle land stewardship within the local parks agency?	☐ Yes Contacts:	□ No	□ Don't Know
	Most local park agencies have naturalist, biologists and other staff that manage natural areas. Be sure to enlist them to spread the stewardship message and provide support on protection and restoration projects.			
36.	What agency handles street and storm drain maintenance?	Agency:		
	Street sweeping, catch basin cleaning and storm drain maintenance are usually handled by the public works department. These folks play a strong role in restoration through their municipal pollution provention offerts.	Name: Phone:		
	restoration through their municipal pollution prevention efforts.			☐ Don't Know
37.	Which department handles storm water and flood plain management functions?	Agency: Name:		
	These folks are critical partners in reviewing stormwater plans, as well as constructing storm water retrofit, stream restoration, and wetland enhancement projects.	Phone:		□ Don't Know
38.	Which agency coordinates emergency spill response?	Agency:		
	Preventing polluted runoff at storm water hotspots is an important element of	Name:		
	watershed protection. These people can help identify pollution risks and develop pollution prevention and spill response plans.	Phone:		□ Don't Know
39.	Which utilities manage the sanitary sewer network and if they are in	Utility:		
	compliance?  If yes, get to know them because these folks collect money for cleaning water.	Name:		
	Take them to lunch. Sewer lines often run along stream corridors and cross wetland complexes, so these folks will be integral to your efforts.	Phone:		□ Don't Know
40.	Who is responsible for pollution prevention compliance at municipal operations?	Agency: Name:		
	Good housekeeping for municipal operations is not only a NPDES Phase II requirement, but is also a good way to demonstrate environmentally sensitive practices.	Phone:		□ Don't Know

41.	Which agency handles household hazardous waste, used oil recycling, composting and other personal stewardship programs?	Agency: Name:		
	Consider integrating watershed education (i.e., downspout disconnection, proper lawn maintenance, pet waste, buffer management) with these existing homeowner stewardship programs.	Phone:		□ Don't Know
42.	Do you know the unit that plants and maintains trees?	□ Yes	□ No	☐ Don't Know
	If not, find them. You probably have a lot of public land in need of reforestation	Agency:		
	and street trees, and these folks can be a great source for planting materials and equipment.	Name: Phone:		
43.	Do you know who designs and constructs wetland and stream restoration projects?	☐ Yes Company:	□ No	□ Don't Know
	If not, you need to start looking. Successful wetland and stream restoration can be elusive and projects can easily become expensive failures. Experienced contractors as well as designers can be hard to find in small communities.	Name: Phone:		
44.	Do you know the department that handles development review and land use planning?	☐ Yes Agency:	□ No	□ Don't Know
	Watershed development can negatively impact stream and wetland quality, and there are many stages along the land development process where environmental safeguards can be applied. Get to know local process and find out where your input is most valuable.	Name: Phone:		
45.	Do you know who reviews/establishes stormwater management or drainage criteria?	☐ Yes Agency:	□ No	□ Don't Know
	If you want to protect sensitive resources, you may need to convince this person to require more stringent design criteria, performance monitoring, and proper maintenance.	Name: Phone:		
46.	Do you know what agency reviews/establishes grading requirements or oversees erosion and sediment control implementation?	☐ Yes Agency: Name:	□No	□ Don't Know
	Site construction can be one of the most critical phases of the development cycle in terms of impacts to streams, wetlands, and other receiving waters. ESC often fails due to improper practice installation and maintenance, so you may want to encourage enhanced enforcement in sensitive areas (i.e. upstream of sensitive wetlands). Since many developing communities don't have the staff to keep up with ESC inspections, watchdog watershed groups can make a huge difference	Phone		
47.	Do you know who enforces local protection of natural resources, such as trees and forests, open space, wetlands, and their buffers?	□ Yes	□ No	□ Don't Know
	Hmmm. Good question	Agency: Name:		
	,	Phone:		
48.	Do you know who tracks septic system installation and maintenance?	☐ Yes	□ No	□ Don't Know
	If so, congratulations. Very few communities have a good grasp on how many septics are in their watershed, much less how well they are maintained until there is a significant problem.	Agency: Name: Phone:		

<b>-</b>	Who in the local government is missing from your rolodex? (Try listing at least 2)				
1.					
2.					
Part 4	1. Adding Non-Local Government Partners to Your Rolodex				
49.	Is there a recognized watershed group in your watershed?	☐ Yes	□ No	□ Don't Know	
	Watershed groups can be a great resource for local governments because they	Group:			
	can often mobilize volunteers, receive grants, and—when trained—perform	Name:			
	watershed assessment and planning functions.	Phone:			
50.	Do any colleges or universities exist within 30 miles of your	☐ Yes	□ No	☐ Don't Know	
	watershed?	Universit	y:		
	If so, consider all the free academic research and graduate student labor you	Name:			
	can direct towards your watershed. You may also be able to tap into the scientific community (e. g., Society of Wetland Scientists), student environmental groups, or use library resources.	Phone:			
51.	Are local civic associations in your rolodex?	☐ Yes	□ No	□ Don't Know	
	Garden clubs, scout troops, church and youth groups, neighborhood association,	Group:			
	etc are a terrific source for volunteers. Get these folks engaged in riparian	Name:			
	plantings and rain barrel programs at a minimum.	Phone:			
52.	Do any regional organizations have resources or expertise to lend	□ Yes	□ No	□ Don't Know	
	to the watershed effort?	Group:			
	Think outside the box. Do you have any non-profits in your area that can contribute to the watershed effort? Think about councils of governments, soil	Name:			
	and water conservation districts, extension agencies, and "friends of" groups.	Phone:			
53.	Are there any national organizations that might have an interest in	□ Yes	□ No	☐ Don't Know	
	your watershed?	Organiza	tion:		
	What about Ducks Unlimited, Trout Unlimited, or the Nature Conservancy—	Name:			
	these groups are great advocates for wetland and habitat protection!	Phone:			
54.	Do developable areas still exist in your watershed?	☐ Yes	□ No	☐ Don't Know	
	If so, get to know your local homebuilders association. Let them take you out to	Group/Co	ompany:		
	lunch. Open space design can be mutually beneficial to builders and environmentalists. In some cases, additional conservation and restoration or	Name:			
	opportunities may present themselves. If not, keep your eye open for storm water retrofit, wetland restoration, and land reclamation opportunities.  Opportunities for improving storm water treatment may also be found during redevelopment.	Phone:			
55.	Are there large tracts of state, federal or institutional land present in the watershed?	☐ Yes Name:	□ No □	Don't Know	
	If so, these landowners should be invited to participate in the planning effort. If	Phone:			
	there are large tracts of privately held land, landowner interviews will be critical to generating support for conservation easements and land stewardship.	i none.			

56.	Do any land trusts exist in the area?	□ Yes	□ No	☐ Don't Know
	Protection of remaining wetlands, contiguous forests, steep slopes and special	Group:		
	habitats is integral to overall watershed management. If the local government	Name:		
	does not have the capacity to manage conservation easements, consider a land trust as a viable legal alternative.	Phone:		
57.	Do any state or federal agencies have gauges or monitoring	□ Yes	□ No	☐ Don't Know
	stations in the watershed?	Agency:		
	Unlike local or academic monitoring, the USGS and many state agencies have the ability to provide long-term monitoring. If monitoring stations exist, take	Name:		
	advantage of the information to establish baseline conditions and track	Phone:		
	watershed changes over time. If not, consider building a case for gauge installation.			
58.	Do you know any private-sector environmental consultants?	□ Yes	$\square$ No	□ Don't Know
	These folks may be tapped for conducting functional wetland assessments,	Company:		
	updating local GIS databases, or identifying protection and restoration opportunities.	Name:		
	оррогияннос.	Phone:		
59.	Do you know who covers the environmental beat?	□ Yes	$\square$ No	□ Don't Know
	Get to know one or two local reporters who you can call to cover watershed-	Paper/New	s:	
	related issues and events.	Name:		
		Phone:		
60.	Are any GIS mapping layers available from non-local sources?	□ Yes □	l No □ l	Oon't Know
	Don't assume that the data is not available just because your local government does not have a well-developed or accessible system. A variety of internet sites (www.datadepot.com, USGS, etc) where you can download data for a small fee.			
61.	Do you know who is in charge of 404 permitting for jurisdictional wetlands in your watershed?	☐ Yes Agency:	□ No	□ Don't Know
	The Army Corp of Engineers is generally responsible for granting permits and	Name:		
	approving wetland delineations for federally protected wetlands. The EPA has	Phone:		
	veto authority over the ACoE decisions. Interested states can assume authority over the Section 404 permitting program—a small number have done so to date.	1 1101101		
	Another thing you should consider is the working relationship between local reviewers and federal permitters			
62.	Are there any roadway construction projects in your watershed?	□ Yes	$\square$ No	□ Don't Know
	State DOTs are some of the worst wetland offenders out there. As a result, they	Name:		
	often generate huge pots of money for wetland mitigation projects!	Phone:		
<b>-</b>	Who else is missing from your rolodex? (Try listing at least 2)			
1.				
2.				

# Part 5. Community Attitudes

63.	What are the primary water resource concerns in the community?	☐ Yes	□No	☐ Don't Know
	Be aware that the public may not share the same watershed concerns that you do. Successful planning requires input from diverse interests and the integration of seemingly disparate objectives within watershed goals (flooding, air quality, economic growth, historic preservation, etc).			
64.	Is your local watershed a popular recreational destination?	☐ Yes	$\square$ No	☐ Don't Know
	If so, that's great news because there is no better way to generate public support for watershed activities than to link them to recreational amenities. Enlist hiking, biking, canoeing, duck hunting, and other recreational groups to your cause. If not, maybe you can work towards that goal.			
65.	Is the general public's basic level of watershed awareness relatively high in your watershed?	□ Yes	□ No	☐ Don't Know
	If so, you should patent your secret formula!			
	If not, don't be discouraged, not many communities can boast such a well-rounded populace. Stakeholder involvement must be targeted at many levels ranging from local government staff to neighborhoods to individual homeowners. Each step in watershed planning should contain a public component designed to engage and inform your local community.			
66.	Are elected officials or senior agency staff aware of the term watershed management?	□ Yes	□ No	☐ Don't Know
	If framed in the right way, watershed management can be politically popular because it provides services to constituents in the neighborhoods and public areas.			
67.	Has the local press/media covered your watershed in the past 3 months?	□ Yes	□ No	☐ Don't Know
	If not, why not? These people are always looking for community feel good stories, so give them something to write about. Call up your local reporters and have them come out with you in the field or advertise a big event. This is a great way to begin educating the public and giving recognition to supportive local officials and staff.			
68.	Are wetlands viewed as an amenity or mosquito pits?	☐ Ame	nity 🗆	Nuisance
	Hopefully your community recognizes the many benefits wetlands provide, if not, wetland protection may be difficult. You'll want to start making a list of the specific services your wetlands provide (shellfish, drinking water filters, nutrient processing, flood prevention, etc)—particularly the economic benefits—and start educating!	□ Don't Know		

### Comments/Notes: